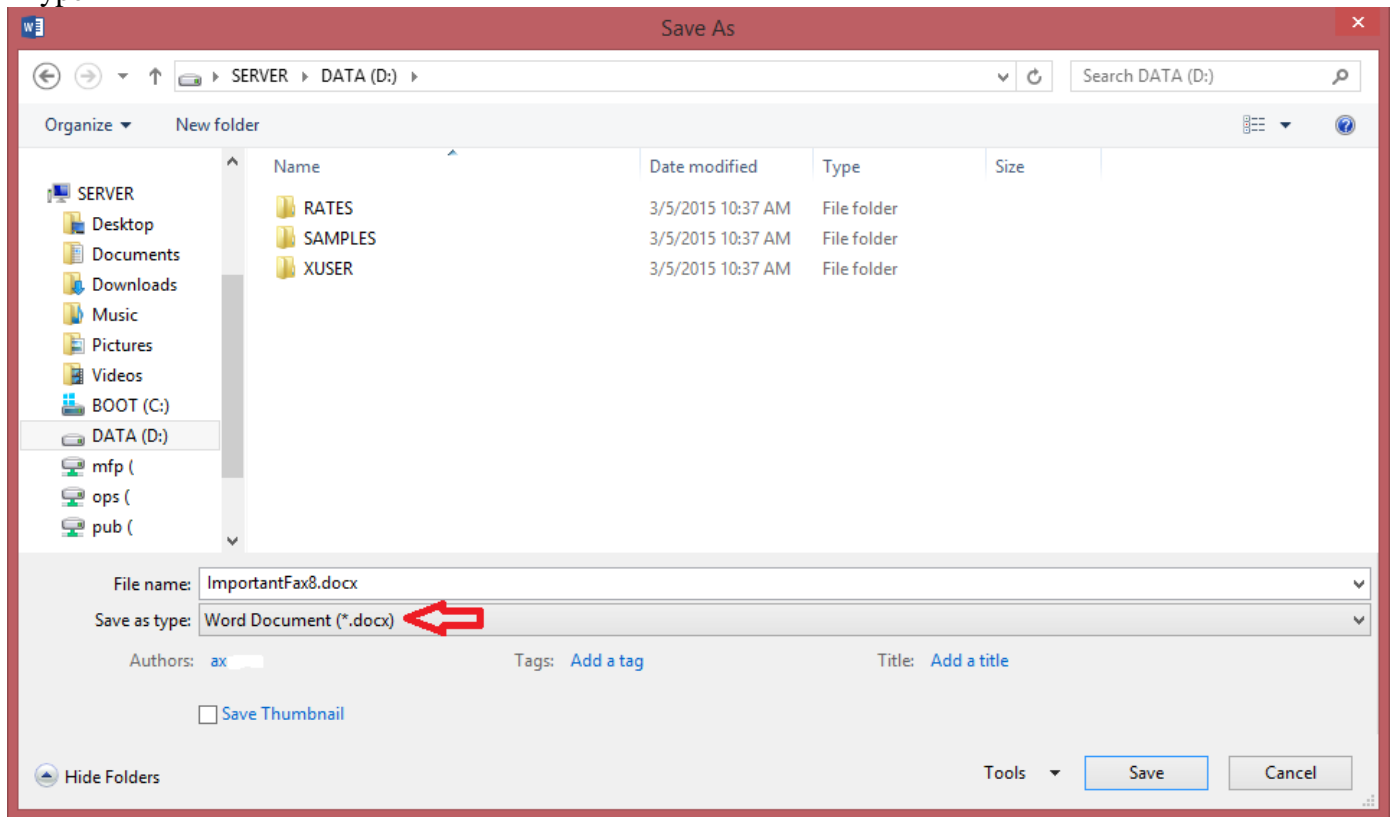


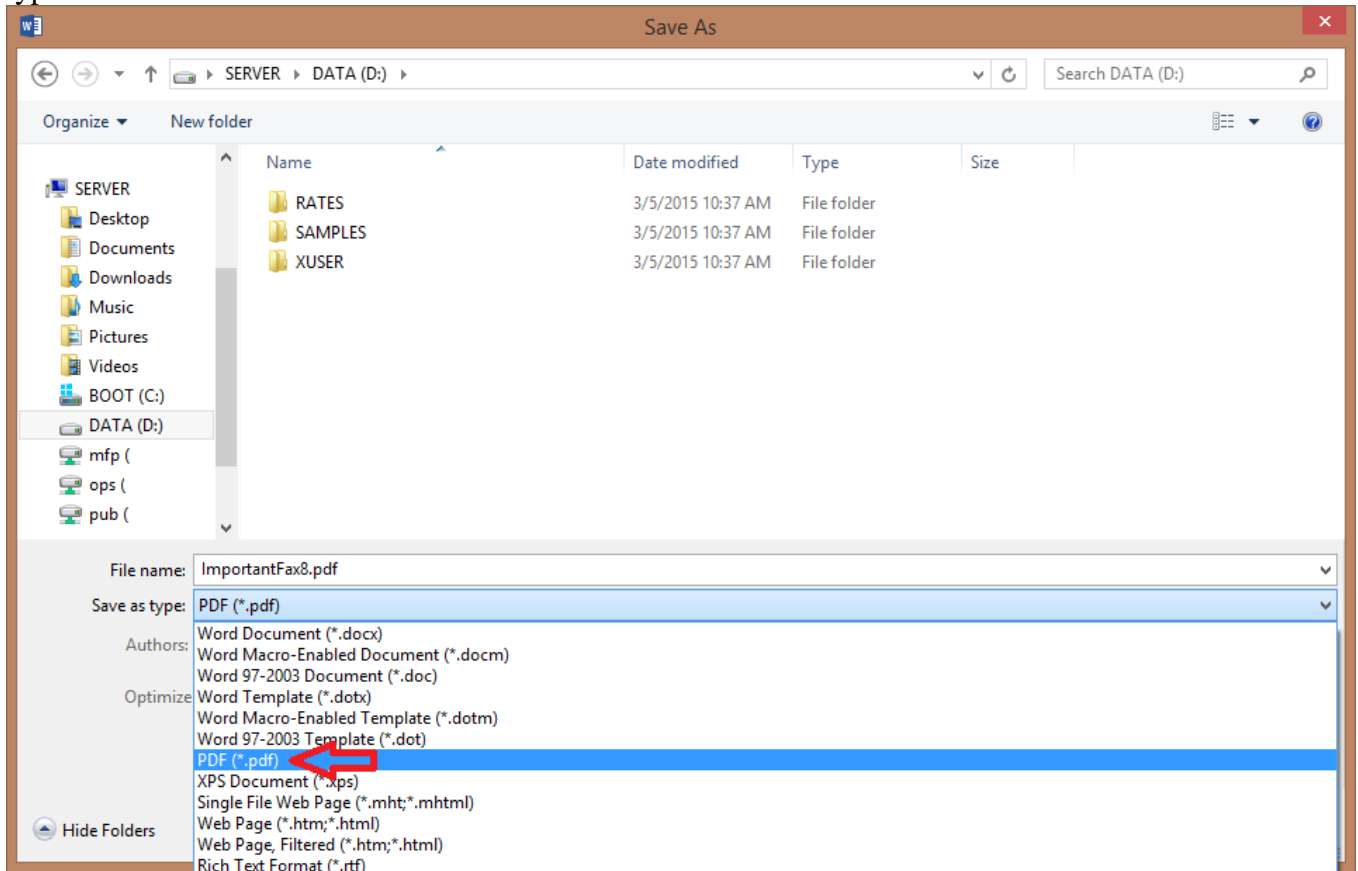
Having trouble sending an Office Document? (Word, Excel, Power Point)

Sometimes Office documents do not convert well to a fax transmission. There are a number of reasons for this issue, but here is a simple way to solve for it.

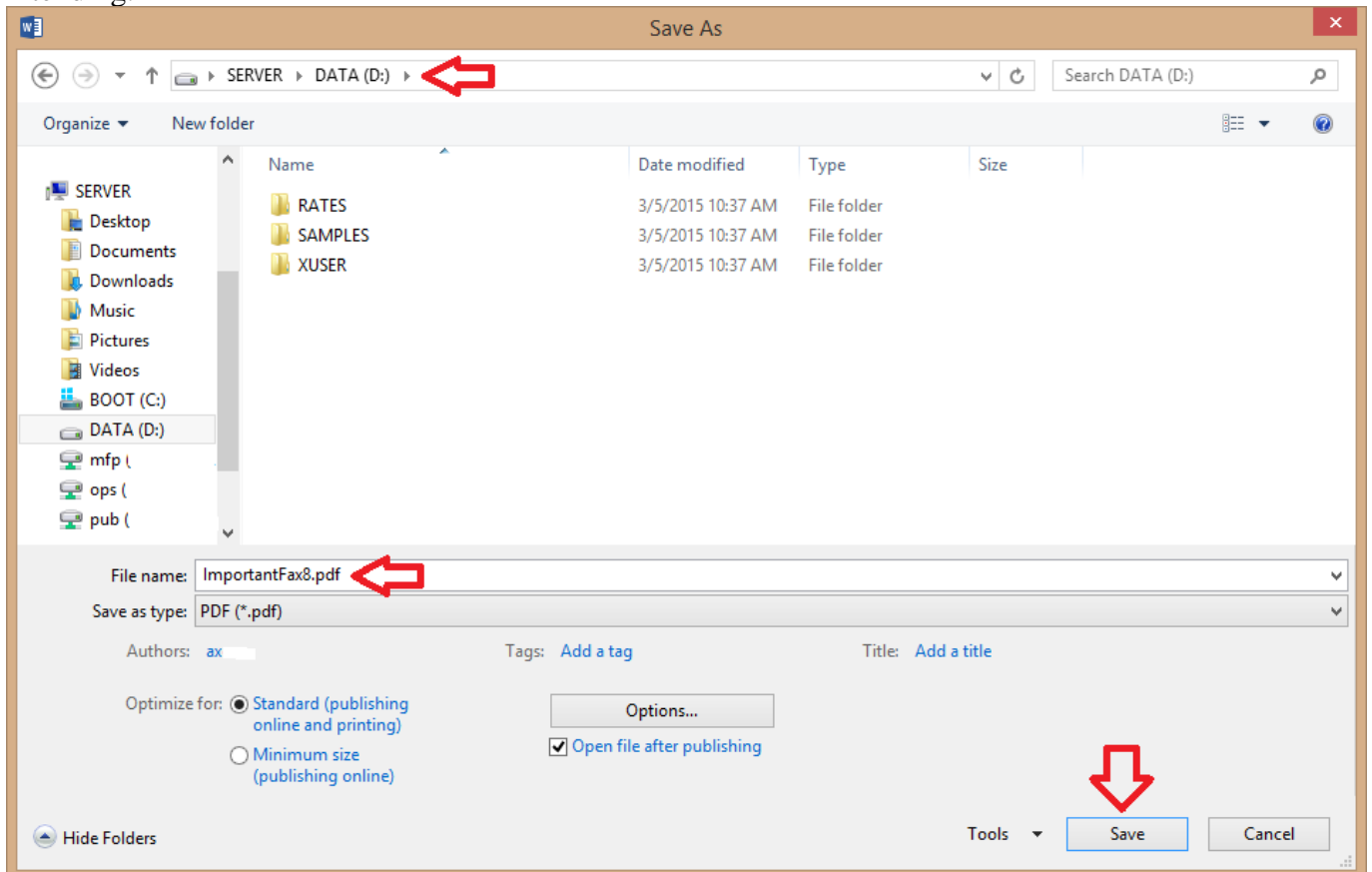
1. Open the document that you are wanting to send.
2. Select "Save as" as if you were saving it as a new document.
3. On the "Save as" pop up just below the "File name" is the file "Type"



4. Select this drop down menu and scroll until you find PDF (*.pdf) and select this file type



5. Before you hit Save, make sure the file is named the way you want it and is in the location you're intending.



6. Once you're ready, hit Save

- ** Note - in most systems you will see the PDF document open up on your screen as a new document. Close this.

You are now ready to attach and send the fax as a PDF and you will have eliminated the majority of issues related to sending an Office doc.